



STATE BOARD OF EQUALIZATION  
PROPERTY TAXES DEPARTMENT  
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Second District, Stockton

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Fourth District, Los Angeles

KATHLEEN CONNELL  
Controller, Sacramento

E. L. SORENSEN, JR.  
Executive Director

November 24, 1999

TO COUNTY ASSESSORS:

No. 99/73

AGENDA FOR BOARD/ASSESSORS' MEETING

Here is the agenda for the Board/Assessors' Meeting to be held on December 7, 1999 at the Holiday Inn, Capitol Plaza, 300 J Street, Sacramento, California.

9:00 a.m.	REGISTRATION
9:30 a.m.	OPENING OF MEETING
10:00 a.m.	PROPERTY TAXES DEPARTMENT PRESENTATIONS
11:00 a.m.	PANEL DISCUSSION ON APPEALS PROCESS
12:00 p.m.	ADJOURN
12:00 p.m.	LUNCH
1:30 p.m.	DEMONSTRATION OF LETTERS TO ASSESSORS ON CD-ROM
2:00 p.m.	LEGISLATIVE DISCUSSION
2:45 p.m.	TAXPAYERS' RIGHTS ADVOCATE
3:00 p.m.	BREAK
3:15 p.m.	TRAINING PROGRAM PLANS
3:45 p.m.	TECHNICAL SERVICES ISSUES

The intent of this meeting is to make assessors aware of current issues in the Property Taxes Department; Board projects, such as Assessors' Handbook sections and rules; next year's schedule for training courses and workshops; and staff's plans for improving technical assistance. We believe the meeting will provide you valuable information and will result in increased understanding of those areas where the Board and assessors can work together to improve the property tax assessment process.

We look forward to seeing you on December 7. Mr. David Gau (916-445-3150) or Ms. Laura SooHoo (916-323-2016) will contact your office early in December to confirm your attendance and that of any of your management staff.

Sincerely,

/s/ Richard C. Johnson

Richard C. Johnson  
Deputy Director  
Property Taxes Department

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